

State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
BUREAU OF PLANNING & MANAGEMENT

Listing of Concord area Conference, Training and Assembly rooms available for shared use

- All spaces are available to State agencies only and will be reserved by the contact person listed, “first come, first served” basis.
- All spaces must be reserved in advance prior to use, each agency controlling the space reserves the right to preferred/first use.
- Unless otherwise noted, use of the space is free of charge.

AGENCY	LOCATION	CONTACT	PHONE	NOTES
Department of Administrative Services	Room 411 (4 th floor) State House Annex, 25 Capitol Street	Ruth Kimball Megan Coe	271-3204	<ul style="list-style-type: none"> • Conference room • Capacity: 20 - 25 • Projector Screen/white boards • Phone 271-8998 • Internet
Department of Administrative Services	Room 405 (4 th floor) State House Annex, 25 Capitol Street	Ruth Kimball Megan Coe	271-3204	<ul style="list-style-type: none"> • Conference room • Capacity: 20 – 25 • Phone 271-2590 • Internet
Department of Agriculture	Room 201 (2 nd floor) State House Annex 25 Capitol Street	Bobbette or Beth Serrine	271-3551	<ul style="list-style-type: none"> • Conference room • Approx. 18'-6" x 28' • Pull down screen for projection • Phone line X 7706 (bring own conferencing phone) • Network jack • Jacks are at both ends of the room
Department of Safety, Division of Motor Vehicles	Auditorium at DMV Building 23 Hazen Drive	Maria Buckman	227-4050	<ul style="list-style-type: none"> • Auditorium style fixed seating; • Capacity: approx. 120
Department of Health and Human Services	Brown Building Auditorium (1 st floor) Governor Hugh Gallen State Office Park 129 Pleasant Street	Receptionist	271-9000	<ul style="list-style-type: none"> • Auditorium style fixed seating; • Capacity: 103 + 4 wheelchair spaces; • Reservation form upon request • Video equipment available

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Environmental Services	Auditorium (1 st floor) 29 Hazen Drive	Marcy Burleigh	271-3503	<ul style="list-style-type: none"> Auditorium style fixed seating: Capacity: 150 Reserve well in advance No food or drink allowed in room Room provides stage and drop down screen Located within secure area of building, therefore sign-in with picture ID required by all attendees
DAS/Bureau of Education & Training	Training Rooms (2 nd floor) 130 Pembroke Rd	Cindy Jones	271-1434	<ul style="list-style-type: none"> Two training rooms (one at approx 21' x 26' the other at approx. 21' x 49') Classroom set up with tables and chairs
Governor's Office of Energy and Planning	3 rd floor Conference room, Johnson Hall 107 Pleasant Street	Michele Zydel	271-2155	<ul style="list-style-type: none"> Conference Room Approx. 28' x 14' Modular tables & chairs
New Hampshire Hospital Governor Hugh Gallen State Office Park	Howard Recreation Building Assembly room; 99 Pleasant Street	Vickie Thorpe or Jim Dall	271-5878 or 271-5708	<ul style="list-style-type: none"> Assembly room Approx. 19' x 38' Approx. capacity: 300 pp (chair set up required)
Department of Education Governor Hugh Gallen State Office Park	Conference Room (1 st floor) Walker Building, 25 South Fruit St.	Shirley Hadley	271-3802	<ul style="list-style-type: none"> Conference/Classroom Approx. 32' x 39' Modular tables & chairs Small kitchenette
Police Standards and Training Council	NHTI Campus Training, Assembly Rm. (ground level); Tactical Center 17 Institute Drive	Major Robert Stafford	271-2133	<ul style="list-style-type: none"> Classroom: Assembly: Capacity: 1000 pp
Legislative Office Building	Conference & meeting rooms; Legislative Office Building, State House Campus	Doug Dolcino or Randy Joyner- chief of Protective Svs. or Ryan Mahony Chief of Staff	271-3323 271-0021 271-5293	<ul style="list-style-type: none"> Available for use only when Legislature is not in session.

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Dept. of Safety, Division of Fire Standards and Training.	Classrooms and Conference Rooms; NH Fire Academy, 98 Smokey Bear Blvd.	Becky Cournoyer	223-4200 x 31037	<ul style="list-style-type: none"> Classrooms and conference rooms Submittal of facility request/reservation form required, form available on line at: http://www.nh.gov/safety/divisions/fstems/documents/formfacilitiesres.pdf All requests/reservations subject to approval by Director. Preference given to accommodating functions supportive/related to Division functions.
PUC	Walker Bldg Hearing Room A Room 10 21 S. Fruit Street	Lori Davis	271-2437	<ul style="list-style-type: none"> Automatic Drop Down Screen Overhead Projector Capacity: 75 Wi-Fi
PUC	Walker Bldg Hearing Room B Room 121 21 S. Fruit Street	Lori Davis	271-2437	<ul style="list-style-type: none"> Capacity: 25-30
Dept. of Education	Conference; Room 15 101 Pleasant St.	Pat Butler	271-3144	<ul style="list-style-type: none"> Preference given to Dept. of Education Capacity: 100
Dept. of Education	State Board Conf. Room 100F 101 Pleasant St.	Pat Butler	271-3144	<ul style="list-style-type: none"> Preference given to State Board of Education and Dept. of Educ. mtgs. Capacity: 20-25
Department of Safety	Conference Room 2 nd Floor 33 Hazen Drive	Nancy or Cindy	223-3889	<ul style="list-style-type: none"> Conf. room approx 30x70 Capacity 50-60 Podium, Projector, Drop Screen 6 & 8 Ft Tables Set up is required

To request corrections, additions or deletions to this list please contact:

Ruth Kimball
Ruth.Kimball@nh.gov
 Department of Administrative Services
 Commissioner's Office

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